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17 JUL 1964

OFFICE ESTIMATES - NARRATIVE JUSTIFICATION STATEMENT

OFFICE: Central Reference

FISCAL YEAR: 1966

ACTIVITY: Document Division (Document Processing Service)

General:

This activity receives, disseminates and indexes documents received by OCR for the Agency.

Accomplishments Fiscal Year 1964:

Realigned the Dissemination Control Branch to provide for the merger of the OCR Reading Panel into the system.

Eliminated backlogs in the document processing system within the Document Division and at the same time reduced the T/O slots by eight (8) (from 122-114).

Began selective indexing of non-CIA collateral cables for retrieval purposes. (About 15,000 cables per month.)

Developed methods to provide for 24-48 hour dissemination and indexing in Document Division.

Chaired and furnished the secretariat for the CODIB Subcommittee on Classification. During the year obtained approval and published the 3rd Edition of the Intelligence Subject Code (ISC).

Statistical Summary:

Documents received, logged and disseminated (3 million copies).....	623,296
Documents indexed in Intellofax System.....	144,052
Documents/articles indexed in the Intelligence Publications Index.....	6,404

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ACTIVITY: Document Division (Continued)

Objectives Fiscal Year 1965 and 1966:

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Provide allotted manpower support to

Put into effect precessing system incorporating DARE.

Extend the indexing coverage of documents to other categories of material not now indexed.

Eliminate expenditure of overtime in the dissemination of Special material by revising work schedules and training of additional personnel.

Continue to develop more efficient methods for disseminating and indexing intelligence documents.

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